

**FACILITY/OUTDOOR SPACE RESERVATION FORM  
UNIVERSITY OF ARKANSAS**

FACILITY/OUTDOOR SPACE REQUESTED \_\_\_\_\_

DATE TO BE USED \_\_\_\_\_ TIME: From \_\_\_\_\_ To \_\_\_\_\_

EVENT STARTING TIME \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

NAME AND NATURE OF EVENT \_\_\_\_\_

(If more space is required, attach additional pages to explain nature of event, maps, etc.)

SPONSORING ENTITY \_\_\_\_\_

ADMISSION? \_\_\_\_\_ WHEN/WHERE TICKETS SOLD \_\_\_\_\_

Is public invited? Yes \_\_\_ No \_\_\_ Does this event occur annually? Yes \_\_\_ No \_\_\_ Fundraiser? Yes \_\_\_ No \_\_\_

Will vendors/merchants participate? Yes \_\_\_ No \_\_\_ If yes, list name(s) \_\_\_\_\_

Will food/beverages be available? Yes \_\_\_ No \_\_\_ If yes, list vendor(s) \_\_\_\_\_

If outdoor event, is amplified sound used? Yes \_\_\_ No \_\_\_ Will access be needed for vehicles to be on the landscape? Yes \_\_\_ No \_\_\_

*Registered Student Organizations must also Complete This Section:*

Person Submitting Request \_\_\_\_\_

Faculty/Staff advisor \_\_\_\_\_

Address \_\_\_\_\_

Campus Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Campus Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail address \_\_\_\_\_ Fax Number \_\_\_\_\_

RSO Advisor Signature (Required) \_\_\_\_\_

Contact Person Signature \_\_\_\_\_

Contact Phone \_\_\_\_\_ Date \_\_\_\_\_

Security Assessment \_\_\_ Requested \_\_\_ Initials \_\_\_\_\_

Comments and/or Restrictions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Approving Authority for Facility/Outdoor space \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Approval Date \_\_\_\_\_ Approved Decibel Level \_\_\_\_\_

- APPROVING AUTHORITY MUST SEND COPIES TO:**
- 1. Center for Leadership & Community Engagement, ARKU A665**
  - 2. University Police, ADSB 182**
  - 3. Transit & Parking, ADSB 131**
  - 4. Requestor**

By signing above, the person/organization submitting the request agrees to and will abide by all University policies governing the use of University facilities and outdoor space. Refundable deposits are required for the restroom key at The Gardens (\$50.00), the keys to the lights/power at the Greek Theater (\$50.00), and campus Bollard Keys/Gate Openers (\$150.00). To obtain keys or openers, bring this signed, approved form to the Key Office at Facilities Management, with either a departmental purchase order number, credit card, check or cash. **The Gardens: No water service (restrooms, sinks, hose bibs, etc.) will be available from November through April. If scheduling close to these times, requestor should contact the Facilities Management Department (FMD) to confirm the status of water availability.** The organizer agrees to dispose of trash or debris using dumpster in Lot 56B or hire FMD services to include trash disposal and/or cleanup services. Parking permits are required for The Gardens during the hours of 7:00am-5:00pm Monday through Friday and can be obtained by calling 575-4567. **Note for all approved events:** Tents must be secured using anchor or barrel weights; no stakes are permitted anywhere on campus. An approved reservation includes the organizer's setup, tear down and cleanup times. **A copy of the approved reservation form must be at the event at all times during the function.**

For questions/comments: email [outdoors@uark.edu](mailto:outdoors@uark.edu) or call 479/575-6441

Return via fax to 479/575-5708

Revised May 15, 2014  
Revised June 27, 2013  
Revised September 12, 2012  
Revised October 21, 2010  
Revised August 24, 2010

Reservation Number: \_\_\_\_\_